

*TOWN OF FOXBOROUGH*  
SELECTMEN'S MEETING  
MINUTES  
September 10, 2013

Members Present: Mark Sullivan, Chairman  
Lorraine Brue, Vice Chairman  
John Gray, Clerk  
Ginny Coppola  
James DeVellis

Others Present: Acting Town Manager Bob Cutler  
Richard Kobayashi, Collins Center for Public Management.  
Town Planner Sharon Wason  
Planning Board members Bill Grieder and Kevin Weinfeld  
Larry Thomas of the Advisory Committee  
Bob Garber of the BWSC

The meeting was brought to order at 7:00 p.m. by Mark Sullivan, Chairman. Chairman Sullivan reviewed the agenda.

**Citizen's Input**

Gordon Greene of the Planning Board stated that he is a strong proponent to solving the Town Hall issue but wants to make sure it is done right. He is a past member of the Advisory Committee and advises the Board to do its homework and present a sound financial plan to Advisory so they can get a positive vote. He has no opinion on whether they should go for a new or revised town hall, just a positive solution.

**Collins Institute Presentation**

The Board met with Richard Kobayashi a Senior Associate of the Collins Center for Public Management. Mr. Kobayashi explained that this organization was established in 2008 by the State Legislature as a consultant and for policy support for municipal and state agencies. They are part of the Commonwealth and do no commercial work. They are an intergovernmental agency so no 30B procurement procedures are necessary to work with them.

Mr. Kobayashi then explained how his organization can help the town in finding a new Town Manager. He stated that most towns have a problem of choosing the best candidate from a mediocre pool of candidates. His organization will help to find three to five exemplary candidates.

Mr. Kobayashi stated this is a two part process. First they will need to get to know the clients and organization, what the key challenges are and to gain understanding of the town. He will interview the members of the Board of Selectmen and any others referred to him by the Board.

When the interviews are complete, a draft profile will be prepared for the job. This will contain a general description of the town and its challenges, as well as personal and professional characteristics needed for the position. This will be reviewed with the Board and more specifics

will be added such as degree requirements, years in management, salary, time schedule, etc. This will be incorporated into the draft and finalized for a vote of the Board.

The second part of the process is marketing. They will place all the ads and use other marketing and recruiting tools. They will then go through the applications and recommend the top five or six candidates.

The Board will then set up a Screening Committee to further review the applications and bring the top two or three to the Board. Due to the Open Meeting Law, no preliminary interviews can be conducted by the Board in Executive Session. Use of the Screening Committee to conduct confidential interviews helps protect the candidates' privacy.

Mr. Kobayashi expects to receive about twenty five applications. The whole list of candidates will be forwarded to the Screening Committee unranked, the Committee can at any time ask about any on the list that were not initially recommended.

The Collins Center will check all references, criminal history, educations credentials and credit history of the potential candidates as part of the process. They will not be involved in any contract negotiations.

Mr. DeVellis noted that they helped Framingham select a new Town Manager and asked if the scope of services provided will be similar to what they received. Mr. Kobayashi explained that the same methodology is used no matter the size of the town; they will get to know the clients and the requirements of the job to help sell the job. He did note that Foxboro is somewhat unique due to the developments and football stadium on Route 1.

Mr. Gray asked if they will accept or look for candidates from the private sector; the Town Manager from Framingham was a former Chamber of Commerce executive. Mr. Kobayashi explained that the Board helps develop the criteria for the position.

Mr. Gray asked what the advantages are using them versus a non-governmental agency. Mr. Kobayshi stated that they are not under corporate ownership and can take the time to find the right candidate. They have placed thirty in town and city management positions and all but one are still on the job. They will not play favorites and will help to manage the process; the Screening Committee and the Board of Selectmen will make all the decisions.

Mr. Gray asked how they recruit candidates. Mr. Kobayashi stated that they use direct outreach and databases; they also get calls from potential candidates. Mr. Kobayashi will be the primary contact.

Mr. DeVellis asked what the time frame will be. Mr. Kobayshi stated that the process should be started as soon as possible; once the candidates are forwarded to the Screening Committee it would be approximately four to five weeks of work for them. This will be hard to do over the December holidays.

As soon as the Board approves the text of the job description, it will be posted on their website and printed copies will be prepared.

Ms. Coppola asked if this will be a national search. Mr. Kobayshi explained that any web posting is a national posting but the Board will develop a profile of what they are looking for and Mr. Kobayashi will work with the Screening Committee.

They will provide the committee with a list of questions to ask and provide guidance to them.

The Board wanted to know how to appoint a Screening Committee. Mr. Kobayashi stated that towns have taken different approaches, for example, one town had each member of the BOS appoint a member.

### **Special Town Meeting Warrant**

At the last meeting, the Board reduced the Warrant to seven articles. Town Planner Sharon Wason and Planning Board members Bill Grieder and Kevin Weinfeld met with the Board to ask that they have an article for Innovative Design instead of the one for Forfeited Bonds. They would like to keep the article for the Grant Acceptance.

A Public Hearing for their articles will be held September 12<sup>th</sup> and Ms. Wason will have the written recommendations to the Advisory Committee by Monday morning. Ms. Wason also noted that future Planning Board hearings have been moved to the Library.

(Discussion continues after the next item)

### **Action Item**

Ms. Wason explained that a vote of the Board is needed for the MassWorks grant application. Ms. Wason and Rep. Barrows met with Mass DOT recently about a traffic light at Central and Commercial Streets. The state is requiring this light be installed as part of the Foxfield plaza redevelopment, which is located more than a mile away. This is one of the reasons that Big Y could not move forward with their project in December 2011, the cost of this light was too prohibitive. MEEPA had recommended the design and a 5% payment, but the state wanted the entire cost covered. Mass DOT recommended that the town apply for the MassWorks grant which would require that the Board accept any monetary awards on behalf of the town. This is a grant for \$750,000 and the deadline is this Friday.

A motion to authorize the Chairman to sign the MassWorks grant application was made by Mr. Gray and seconded by Ms. Brue. The motion carried 5-0-0.

A motion to produce a 2013 certification for the Board of Selectmen to accept state funds was made by Ms. Brue and seconded by Mr. Gray. The motion carried 5-0-0.

### **Special Town Meeting Warrant**

Ms. Brue has spoken with Town Moderator Frank Spillane on the date of Town Meeting. Mr. Spillane would prefer November 4<sup>th</sup> as it is a Monday and he feels will be better attended than November 12<sup>th</sup> which would be a Tuesday after a holiday. This date would give the Advisory Committee two additional weeks to review the articles.

Larry Thomas of the Advisory Committee stated that it would still be a tight deadline as the recommendations need to be published in advance of Town Meeting. The Board members offered to attend the AdCom meetings so they would be available to answer any questions and requests for information.

The Board reviewed the Warrant. All of the articles on it cannot wait until the May Town Meeting.

The Board of Water and Sewer Commissioners have an article for a new DPW building. Bob Garber of the BWSC explained that this needs to be decided as it will change the scope of the Town Hall if the DPW Water Department needs to stay in Town Hall. Mr. Garber explained that this building will be funded through the Water Enterprise account and not through debt exclusion. The BWSC would like a vote this fall and don't think it can wait until May.

George Adler stated that a new and improved town facility is needed; the needs and function need to be taken into account to find a solution. The concept of the DPW being in a separate building was a concept originally proposed by Kaestle Boos.

The Board thinks that the articles should be ranked; the first three are financial matters, then the funding for Town Hall, followed by the Sewer Service District, the two Planning Board articles and then the DPW building.

A motion to close the Special Town Meeting Warrant was made by Mr. Gray and seconded by Ms. Brue. The motion carried 5-0-0.

A motion to set the Special Town Meeting for Monday, November 4, 2013 at 7:30 p.m. at Foxboro High School was made by Mr. Gray and seconded by Ms. Brue. The motion carried 5-0-0.

#### **Action Item**

The funding of the Search Committee Costs will be held for a future agenda as well as a decision on the Collins Center.

Mr. DeVellis would like to remind residents that the McGinty Fun Day Scholarship Fundraiser will be held on the Common on Saturday the 14<sup>th</sup> from 11-4. There will also be a MIA Vigil for POW/MIA Day on September 20<sup>th</sup> with a ceremony on the Common at 4:00 p.m. on September 21<sup>st</sup>.

The meeting was adjourned at 8:30 p.m.

Respectfully Submitted,

Diana Gray

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John R. Gray, Clerk